

DELAWARE MANUFACTURED HOUSING RELOCATION AUTHORITY

Conference Room No. 113

Tatnall Building

Dover, Delaware

Minutes of September 16, 2004

IN ATTENDANCE:

Authority: Stevan D. Class (Chairman)
 William Reed (DMHOA)
 Ed Speraw (DMHOA)
 Sue Hehman (Silver View Farm)
 Caron E. Thompson (Hudson Management)
 Ray Paylor (Division of Human Relations)

Attendees: K. Hoey (Outgoing Executive Director, First State Manufactured
 Housing Association)
 Ruth Briggs Key (Executive Director, First State Manufactured
 Housing Association)
 David Sullivan (Division of Revenue)
 Tom Cook (Department of Finance)
 Dane Listug-Lunde (McBride Shopa)
 Dirk Durstein, Esquire (Department of Justice/Atty. General)

Legal Counsel: William A. Denman, Esquire

I. CALL TO ORDER:

Chairman Steve Class called the meeting to order at 10:12 a.m.

II. REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:

Chairman Steve Class presented the minutes of the July 29, 2004 meeting for comments and corrections. A motion by Caron E. Thompson and seconded by Bill Reed was made to accept the minutes as proposed. After unanimous approval was given from the members present by voice vote, the motion was carried.

III. OLD BUSINESS:

- A. ACTUARY COMMITTEE REPORT
- B. REVIEW OF TOWERS PERRIN CONTRACT

Chairman Steve Class made a motion to suspend conversation regarding the Governor's appointee to the Authority until the next meeting. He then made a motion to take no further action on the Towers Perrin contract until the next meeting. Sue Hehman seconded the motions. After unanimous approval was given from the members present by voice vote, the motion was carried.

A motion was made by Bill Reed and seconded by Ed Speraw to have the Department of Justice's Consumer Unit review all Change In Land Use Applications filed by property owners to preclude improper/insufficient notification to tenants. After unanimous approval was given from the members present by voice vote, the motion was carried.

IV. NEW BUSINESS:

B. FINANCIAL REPORT

David Sullivan, Division of Revenue, distributed an updated account summary of the Trust Account. Mr. Sullivan will include the names of the communities on the next report in lieu of the names of the companies who own the communities. Also included will be a listing of the number of lots per fiscal quarter that have paid the assessment fee.

Dane Listug-Lunde, McBride Shopa, reported that out of the \$195,000.00 collected in assessments to date, only bank fees for checks totaling \$145.00 have been disbursed from the Trust Account. The only bill received to date is from Parkowski, Guerke & Swayze, P.A. for legal fees. A comprehensive financial report will be provided at the next meeting. The Division of Revenue and First State Manufactured Housing Authority will submit bills for costs to be reimbursed. McBride Shopa will submit a bill for fees.

There is approximately \$4,400.00 in the Operating Account. A motion was made by Steve Class and seconded by Bill Reed to transfer \$35,000.00 from the Trust Account to the Operating Account. After unanimous approval was given from the members present by voice vote, the motion was carried.

A motion was made by Sue Hehman and seconded by Bill Reed that all non-recurring, vendor and consultant bills will be sent to McBride Shopa for presentation to the Authority at each monthly meeting. After unanimous approval was given from the members present by voice vote, the motion was carried.

A. CANTERBURY VILLAGE AND VICTORIAN VILLAGE CHANGE
OF USE

Chairman Steve Class addressed the need to set the minimum and maximum payouts for non-relocatable homes and subsequently hold a public hearing as soon as possible so that the rules and regulations can be adopted.

V. CHAIRMAN'S COMMENTS:

Chairman Steve Class set the next Board meeting to be held on Tuesday, September 28, 2004 at 1:00 p.m. at the Tatnall Building.

VI. ADJOURNMENT:

As there was no further business before the Board, a motion for adjournment was made by Bill Reed and seconded by Ray Paylor. Unanimous approval from the members present by voice vote. Motion carried.

Respectfully submitted by:
Nancy C. Smith, Paralegal
Parkowski, Guerke & Swayze, P.A.